

PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES

Thursday, January 13, 2011

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:16 pm by Mickey DePalo, Vice- Chairperson.

ROLL CALL

Present Members DePalo, Layfer, Prouty and Yegparian

Absent... Member Ferguson

Staff Present... Director Chris Daste; Assistant Director Marisa Garcia, Deputy Directors Jan Bartolo, Gaby Flores; Administrative Officer Johnathan Frank , acting Recording Secretary Paula Ohan

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

WRITTEN COMMUNICATIONS

None.

APPROVAL OF MINUTES

Minutes were approved for November (passed 4-0, with changes noted).

ORAL COMMUNICATIONS

None.

ANNOUNCEMENTS

Upcoming events were announced. The Fall Counselor-In-Training participants received completion certificates.

NEW BUSINESS

1. Little Theatre Annual Report

Kevin Cochran, representative from the Grove Theater Company, provided an overview of the 2009/10 season including new plays and events, classes, workshops, funding sources, and a review of the goals and objectives (of which two programming goals were *partially* completed due to the economy).

ACTION Note and File.

2. Approval to Amend the Goals and Objectives of the Burbank Little Theatre Operating Agreement

Ms. Flores reported that the purpose of this report is to receive approval to amend the goals and objectives of the Burbank Little Theatre to be more in line with the overall mission of the Park, Recreation and Community Services Department. On August 13, 2010, the Grove Theatre Company (GTC) requested a 5-year extension of their agreement, which was approved in September. As part of the agreement, GTC agreed to operate the Little Theatre in accordance with the goals and objectives originally adopted, as well as the new goals and objectives established to address present and future community needs. Staff collaborated in amending the original goals and objectives and some items were added, including: collaboration with local schools on programming (drama classes, internships, scene study and acting courses); engage the community through outreach efforts and involvement in community based organizations, activities and events; and establish meetings to discuss progress on goals and objectives.

Ms. Flores clarified the number of productions required. One of the Boardmembers was pleased to see that community outreach was a part of the goals. He suggested getting involved with the Recreation Centers as well as afterschool programs to draw interest from youth for their kid's productions. Mr. Yegparian made a motion to approve the amended goals and objectives of the Burbank Little Theatre. Seconded by Mr. Layfer. Passed 4-0.

ACTION Mr. Yegparian made a motion giving approval to amend the goals and objectives of the Burbank Little Theatre. Seconded by Mr. Layfer. Passed 4-0.

3. Burbank Athletic Federation Board Appointments

Ms. Garcia reported that six applications were received for the two vacancies on the Burbank Athletic Federation (BAF) Board. The candidates were interviewed on November 9th by the Interview Committee, consisting of three current members of the BAF Board and two members of the Park, Recreation and Community Services Board (DePalo and Layfer), with staff serving as facilitator. The Interview Committee followed guidelines and questions developed by staff. Following the interviews, the

Committee discussed and ranked the candidates based on their experience, knowledge and ability to carry out the objectives of the BAF board. It is the recommendation of staff and Interview Committee that the PRCS Board appoint John Dilibert and Dennis Roy for three-year terms to the BAF Board.

In response to questions, staff reported that there is one female member on the BAF Board. The only female applicant did not show up for an interview. The members currently on the BAF Board vary in terms of service years (some have been on the Board for a couple of years and others date back approximately 7 years), giving a balance of new members and more tenured members with historical knowledge. The members of the PRCS Board serving on the Interview Committee felt the process was very thorough, and were happy with the recommendations made. Mr. Prouty made a motion to accept the recommendations of the Interview Committee and appoint Mr. Dilibert and Mr. Roy to the Burbank Athletic Federation Board. Seconded by Mr. Yegparian. Passed 4-0.

ACTION Mr. Prouty made a motion to accept the recommendations of the Interview Committee and appoint Mr. Dilibert and Mr. Roy to the Burbank Athletic Federation Board. Seconded by Mr. Yegparian. Passed 4-0.

4. Update to the City's Ten-Year Strategic Plan (2011-2020)

Mr. Daste reported that the purpose of this report was to receive input from the board regarding the updates to the City's Ten-Year Strategic Plan. The Plan identifies and defines strategic priorities (objectives) and includes corresponding goals that are designed to direct future actions and policy decisions made by the City. In 2001, the City Council adopted a ten-Year Strategic Plan entitles "Embarking on a New Millennium". Each year thereafter, the City Council adopted annual Work Program of specific objectives intended to help implement the vision of the 2001-2010 Strategic plan. Entering into a new decade the City is now embarking on an effort to develop a new Strategic Plan for 2011-2020 to reflect the needs and desires of Burbank residents. In 2010, the City commissioned Godbe research to conduct a survey to assess Burbank resident's overall perceptions of living in Burbank and gauge their satisfaction levels with the City's performance in providing services. The survey was conducted in September 2010 and gathered feedback on issues such as Disaster Preparedness, Proposed transportation improvements, potential recreation projects, preferred information sources, and household contributions to local non-profits. Godbe Research prepared a study designed to track the results of this survey and another conducted in march 2001 to identify any differences in opinions due to demographic and/or geographic characteristics. At this time, the City Manager's Office has requested that every department within the City solicit input for the update to the City's Ten-Year Strategic Plan from its boards, committees and task forces. The Board is not only limited to providing input and objectives that most relate to the City's Park, Recreation and Community Services Department. The Board is free to provide feedback on any of the objectives outlined. Goals can be broad or specific, citywide or focused on just one City Department. Once the City Manager's Office receives all the responses (by January 28), they will sort and prioritize the goals and eventually present them to the City Council for adoption. The top ten things that were identified include: A safe and prepared Burbank community; preserve Burbank's high quality of life and small-town character; balanced, vibrant Burbank economy; transform, create and deliver Burbank's community services; cultivate an innovative and effective government to ensure Burbank's financial strength; champion effective partnerships; communicate Burbank's integrity through open and transparent government; evolve Burbank's Transportation; invest in Burbank's infrastructure; protect and sustain Burbank's environment.

Boardmembers with comments or suggestions were encouraged to forward their input to Mr. Daste who would pass it on to the City Manager's Office. Initial suggestions from Board for the Strategic Plan included building greenbelts, adding more bikeways, transforming the old dumpsite into a park, and building new recreation centers.

ACTION Note and File.

5. Capital Improvement Projects Update

Ms. Bartolo gave a brief update on the following upcoming projects: Valley Skate Park- The perimeter fencing will be expanded by 5-10 feet to accommodate BMX bikers. The landing deck extension will accommodate bicyclists landing. Staff is in the process of getting approval through the Purchasing Division to proceed with the bid process and plans and specs are being reviewed by the City Attorney's office. It is anticipated to go out to bid by the end of January or early February. Mountain View Park- The interior and exterior of the restrooms are in need of renovation (ADA accommodation, new tiles, new fixtures, repainting of the exterior block, and a seismically retrofitted roof). The final plan check was just completed and will be out to bid in the very near future. Izay Park restrooms- The restrooms near the Riggio Playground are in need of a similar renovation and the design docs are approximately 85% complete, so the project will be going out to bid soon. Brace Canyon Park- Staff has retained the services of a Landscape Architectural firm to address the park's ongoing irrigation issues throughout the park. Construction docs are 95% complete. Due to a variety of irrigation and water restrictions mandated by the State, additional landscape renovation changing the turf that runs parallel to any hardscape will be required to accommodate and comply with the new legislation. Wildwood Canyon- The bid has been awarded to the contractor and the anticipated start date is January 24. The large wood timber structure that was severely damaged in the fire, near the firing range, will be removed and a new retaining wall will be constructed. The trail at the top of the turn-around, which has been

out of commission due to road erosion, will be corrected and drainage installed to help prevent annual washouts. During the construction, the park will be open with only the construction area fenced off. The loop system trail will be accessible to the public, and the chain link fencing will be completely removed with the park finished by late spring or early summer. Carson Park- A Landscape Architectural firm has been selected, and staff is in the process of finalizing a contract. Staff will return to City Council, tentatively on February 15, to ask for approval of the firm to begin the process. The project will include looking at the drainage channel that runs through park, irrigation, the decomposed granite trails, children's play area, the plaza area, and the stage area. The design development process will involve the community and the Landscape firm will conduct public design charettes. The project will entail a lengthy process as staff takes all the appropriate steps, which includes a design development process lasting possibly a year. Ms. Bartolo also discussed some projects that have been completed, including: a brand new drinking fountain installed at Izay Park; and the Installation of two new shade structures at Ovrom Park.

In response to questions, Ms. Bartolo noted that discussions on the Carson project will include all sorts of new ideas including the possibility of underground storage water tanks and ways to preserve ground water will be discussed. Ms. Bartolo did not anticipate a lot more maintenance issues due to the skate parks combined use but issues would be addressed. At this point, Ms. Garcia remarked that the skate park is looking at reducing hours to make room for bmx'ers due to budget restrictions but programming would depend on demand.

ACTION Note and File

OLD BUSINESS

1. City Council Agenda Items

Mr. Daste reported on the following Agenda Items brought before Council: December 7-Award Wildwood Canyon bids, Council elected to take the PRCS Board's recommendation and entertain the Police Department's idea for the Park Patrol program; December 7-Youth Board appointments; January 11-Resolution approving design docs and award of the contract for the sports field relighting project, options for supporting the Middle School program; January 25-authorization for Cultural Arts Commission funding and consolidation of the City's art committees; February 15-request to authorize the PRCS Director to accept proposals for the replacement of playground equipment at Brace, Maple, Mountain View and Santa Anita Parks, Approval of the PSA for the Carson Park revitalization project, Approval of a 5-year lease agreement for the carts at DeBell Golf Course.

One of the Boardmembers felt it was important for staff to relay to Council that the PRCS Board favored the idea previously presented by the Police Department regarding the Park Patrol program as long as there was community and patrol buy-in. Staff clarified that they would provide City Council with an overview of all the arts organizations that exist, as well as describe the level of support that our department and the city has with them. Another Boardmember thought it would be a good idea to have information in local school bulletins regarding the opportunities that Got Wheels could provide to students as far as transporting them to City programs and resources.

ACTION Note and File.

2. Centennial Update

Ms. Flores gave a brief update on centennial activities, including: the Centennial Bash and Rose Float send off successfully took place on December 31st under the Olive overpass and included up to 1,000 residents; the 100 Ways to Celebrate brochures are being distributed; the Memorial Field event was successful; the Library held a book signing with Warner Brothers and was well attended, the Centennial website has gone live, Centennial promotional items are being sold; the 100 Best Communities centennial event is scheduled for January 27; Centennial banners will be placed on Burbank Blvd.; the Centennial book should be available in early February.

Ms. Flores would aid Mr. Yegparian in placing an item on the Centennial Committee's agenda (regarding participating jointly with the Sierra Club on the November annual community hike).

ACTION Note and File.

REPORTS

1. Youth Board- Mr. Prouty reported that the group was also asked for input on the Strategic Plan and they were interested in updated earthquake safety and increased teen transportation

ACTION Note and File

2. Child Care Committee- Mr. DePalo reported that the revised Child Care Directory would be available in late February.

ACTION Note and File

ADDITIONAL COMMENTS FROM AUDIENCE

None.

ADDITIONAL COMMENTS FROM BOARD AND STAFF

Mr. Yegparian announced that he has re-started his hikes with elected/appointed officials; the first will be with Gary Bric this Sunday starting at Stough Nature Center at 9:00 am.

ADJOURNMENT

The meeting adjourned at 7:52 pm in memory of the people that lost their lives in the recent Arizona tragedy.

CHAIR: _____ Date: _____

SECRETARY: _____ Date: _____